

## HEALTH AND SAFETY ARRANGEMENTS FOR DEALING WITH ASBESTOS

### INTRODUCTION:

CYNNAL recognises the potential risks of exposure to asbestos and will comply with the Control of Asbestos Regulations 2012 and other relevant legislation, in order to manage risk from asbestos in its rented premises and in its work activities. These arrangements outline the roles and responsibilities of managers and staff who may be at risk of exposure to asbestos, and provide guidance to staff who in the course of their duties may disturb asbestos containing materials.

### POLICY:

CYNNAL has a policy of zero- exposure to asbestos fibres by avoiding contact with asbestos containing materials whenever possible. This will be done by using alternative equipment/methods, for example install wall-mounted projectors, to avoid mounting projectors on ceilings with asbestos containing materials. Cable runs will be planned so as to avoid all asbestos containing materials whenever possible, and accessing ceiling voids is kept to the absolute minimum.

CYNNAL will implement appropriate management arrangements and provide sufficient resources to carry out its legal duties imposed by the Asbestos Regulations 2012.

### MANAGEMENT RESPONSIBILITIES:

These are split into two areas:

- (i) Management responsibilities at CYNNAL offices/premises.
- (ii) Management responsibilities at clients' premises (schools).

### AT CYNNAL PREMISES

The Health, Safety and Welfare Team are the lead for the management of risk from asbestos at CYNNAL premises. It is the responsibility of the Health, Safety and Welfare Team to ensure :

- That CYNNAL's landlord (Gwynedd County Council) systematically and proactively identify throughout the site, any materials containing asbestos or presumed to contain asbestos.
- Ensure that the Site Asbestos Register is kept up to date by the landlord.
- Presume that suspect materials do contain asbestos, unless there is strong evidence to support that they do not.
- Assess the risk of likelihood of exposure from such materials.
- Prepare and implement a plan to manage the risk to ensure that :
  - any material known or presumed to contain asbestos is kept in a good state of repair, and is inspected / reassessed regularly.
  - any material known or presumed to contain asbestos is, because of the risk associated with its location or condition, is repaired or if necessary removed.
  - information on the location and condition of the material is given to anyone potentially at risk or those working on the fabric of the buildings.
  - identify employees who are potentially more at risk from asbestos due to their work duties, and provide them with asbestos awareness training refreshed every 12 months.
- Undertake risk assessments before commencing work which exposes, or is liable to expose employees or others to risk from asbestos,
- Obtain permission to proceed from Gwynedd County Council Property Department on their "C1" form, in order to comply with the Council's own Control of Asbestos procedures.
- Produce a plan of work detailing how such work will be carried out.

- Either prevent exposure to asbestos, or reduce it to as low a level as is reasonably practicable

#### **AT CLIENTS PREMISES (MOSTLY SCHOOLS)**

The Health, Safety and Welfare Team will:

- Ensure that any employee likely to disturb the fabric of a school building inspect the Onsite Asbestos Register before commencing any work.
- Ensure that all the relevant work permits are obtained from the school or from the council beforehand as appropriate.
- Assess the risk of likelihood of exposure from such materials.
- Identify employees who are potentially more at risk from asbestos due to their work duties and provide them with Asbestos Awareness Training, refreshed every 12 months.
- Undertake risk assessments before commencing work which exposes, or is liable to expose employees or others to risk from asbestos.
- Produce a plan of work detailing how such work will be carried out.
- Either prevent exposure to asbestos or reduce it to as low a level as is reasonably practicable.

### **MANAGEMENT ARRANGEMENTS**

**Chief Executive** (*who is also a member of the Health, Safety and Welfare Team*)

CYNNAL's Chief Executive is the "duty holder" under the Asbestos Regulations.

**Cabling and Installations Team Leader** (*who is a member of the Health, Safety and Welfare Team*)

The Cabling and Installations Team Leader is the lead for the management of risk from asbestos, and is also responsible for the day to day management of risk from asbestos including:

- Communicate with client (schools) landlords (Gwynedd, Anglesey, Conwy and Denbighshire County Councils) to ensure Asbestos Registers are on site and up to date.
- Communicate with Headteachers and Site Managers to help establish where asbestos may be located in the buildings.
- The preparation of risk assessments before commencing any work which exposes or is liable to expose employees or others to asbestos.
- Procedures for action in the event of asbestos containing materials being discovered or suspected or disrupted

#### **CYNNAL Line Managers and Risk Assessors**

All CYNNAL managers and risk assessors should take the possible presence of asbestos into account whilst planning their activity, and seek competent advice from the Cabling and Installations Team Leader where appropriate.

#### **Employees working on fabric of buildings**

All staff likely to disturb the fabric of any building should be made aware of the procedure to follow in the event of damage to known or presumed asbestos containing materials. They should inspect the Onsite Asbestos Register before commencing any work likely to disturb asbestos containing materials, and are instructed not to proceed with any work if they suspect that materials they are disturbing could contain asbestos. They are to report the fact immediately to the Site Manager and the Cabling and Installations Team Leader. Appendix 1 outlines the procedures in place for action following the discovery and /or disturbing of asbestos containing materials.

Where a risk management plan is in place to manage asbestos or materials presumed to contain asbestos, all staff are responsible for ensuring that the requirements of the plan are adhered to and to report any concerns over the effectiveness of those arrangements.

## **PROCEDURES**

### **Surveys and sampling**

Surveys and sampling is the responsibility of CYNNAL's landlord (Gwynedd County Council) in CYNNAL premises, and the responsibility of Gwynedd, Anglesey, Conwy and Denbighshire County Councils in their premises/schools.

### **Asbestos Register**

The CYNNAL premises Onsite Asbestos Register is a public record and is the responsibility of Gwynedd Council Estates Department, and is maintained by them.

The Onsite Asbestos Registers for schools and other council buildings are a public record and are the responsibility of the relevant local authority/council, and are maintained by them.

The registers contain information on the location and condition of all asbestos or materials presumed to contain asbestos on site. The registers utilise CAD drawings and digital photographs as well as written assessments and sample certificates.

### **Staff Training**

CYNNAL staff who are likely to disturb the fabric of a building receive up-to-date training and refresher training on non-licensed work on asbestos containing materials. However it is the company's policy to avoid working on such materials, rather than utilising control measures to reduce any risk. This has been achieved in all instances to date.

## **EMPLOYEES RESPONSIBILITIES**

All employees have a responsibility for their own health & safety and should ensure:

- They co-operate fully with any control measures put in place to protect them from exposure to asbestos
- They report any suspicions that they may have about the discovery, disturbance of or exposure to asbestos containing materials
- That any service users/visitors or members of the public are not exposed to asbestos containing materials
- They follow the correct procedures when working on building fabrics, and adhere to the procedures.
- Attend asbestos-related training as stipulated and provided by the company.

## **LINKS TO OTHER POLICIES & DOCUMENTATIONS**

These arrangements should be read in conjunction with :

- CYNNAL's Health and Safety Policy, which identifies the roles and responsibilities of all employees and managers
- Risk Assessment for Dealing with Asbestos
- Health & Safety Management Arrangements for First Aid
- Health & Safety Management Arrangements for Health Surveillance

**ACTION IN THE EVENT OF DISCOVERING ASBESTOS CONTAINING MATERIALS, BUT NOT DISTURBED.**

- Staff are required to stop all activities, vacate the area immediately and secure the area to prevent access by others.
- Inform the Site Manager and Cabling and Installations Team Leader of the discovery.
- Draw up a new method statement and risk assessment with the help of the Team Leader, in order to avoid disturbing the asbestos or asbestos containing material.

**ACTION IN THE EVENT OF DISCOVERING AND DISTURBING ASBESTOS CONTAINING MATERIALS.**

In the event of an unplanned release of asbestos, encountering material suspected to be asbestos or damaged asbestos material, the following steps will be taken to mitigate the effects of the event:

- Staff are required to stop all activities, vacate the area immediately and secure the area to prevent further access.
- The Cabling and Installations Team Leader (or the Health and Safety and Welfare Team) must be informed immediately, and take initial control of the scene.
- The person in control of the work should consult with the Headteacher, Site Manager and officer of the relevant local authority Property Department - to take action as instructed.
- If a full building evacuation is required (as advised by the Council Property Department or their designate), this should be initiated by contacting the Headteacher or the Site Manager, informing them of the situation, and requesting the fire evacuation alarm be sounded for the relevant area.
- As soon as practicable CYNNAL's senior managers must be informed of the incident.
- The cleanup will be undertaken by a specialist firm appointed by the relevant local authority (building owners)
- CYNNAL staff will not re-enter the area until after the clean up is complete, and signed off.
- The area must be cleaned of dust and fibres in accordance with HSE guidance.
- Suspect material will be bulk sampled and tested for asbestos.
- Clothing and tools used during the clean up, and clothes worn by those personnel exposed by the event will be double-bagged in approved asbestos waste bags and tagged accordingly, pending the outcome of the test sample.
- If the results of the analysis of the bulk sample are negative for asbestos, then clothing may be returned to its owner.
- Staff exposed to asbestos by the event will carry out appropriate personal decontamination, under the guidance of the specialist firm appointed by the county council, and by taking note of asbestos training provided by CYNNAL.
- The person in control of the work should compile a list of anyone who has been exposed to asbestos during the incident, commence an investigation into the circumstances of the incident (assisted by appropriate personnel) and record what action has been taken (or needs to be taken in the long term). This information should be submitted to the Health, Safety and Welfare Team at the earliest opportunity.
- An air test of the area will be undertaken by the specialist firm appointed by the relevant local authority to ensure there are no airborne fibres present.
- Reoccupation of the area will not be allowed until the reported airborne fibre concentration is <0.010 asbestos fibres/ml.

- A record of exposure will be kept in the Health Record for the individual held by the personnel officer.
- In the case of a contractor (or other person not directly employed by CYNNAL) a case incident file will be held by the Personnel Officer, containing the names of persons who may have been exposed during the incident. Personal files will not be established for non-CYNNAL employees following any incident.
- A copy of the record must be given to the individual with instructions that it should be kept indefinitely.
- Occupational Health Surveillance (and counselling if necessary) will be offered to exposed staff .
- A root cause analysis will be carried out by the Health, Safety and Welfare Team in conjunction with the H&S Manager of the relevant local authority to establish why the event occurred. Any preventative actions arising from this investigation will be reviewed by the Health, Safety and Welfare Team and implemented as appropriate.
- The Asbestos Management Plan will be reviewed and revised accordingly, to prevent further incidents.
- The unplanned event will be notified to HSE by the Chief Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) as applicable.

#### **EXPOSURE TO ASBESTOS**

Any staff member who suspect that they may have been exposed to asbestos as a result of their work activities are required to enter the incident in CYNNAL's Accident Reporting Book, and report their concerns to the Health, Safety and Welfare Team.

An assessment will be carried out as to the likelihood of exposure and the details of the assessment recorded. Appropriate action will be taken – most probably, referral to the Occupational Health Service.

#### **TRAINING AND FURTHER INFORMATION.**

All CYNNAL staff who are likely to disturb the fabric of a building in the course of their normal activities, are required to attend Asbestos Awareness Training, which will be refreshed annually. This will be provided by an approved external training provider.

Newly employed staff will receive Asbestos Awareness Training at the earliest opportunity, and will work under the supervision of a trained staff member until they have undertaken the training themselves.

Further information on asbestos management can be obtained through the Health and Safety and Welfare Team.

Contractors working in CYNNAL premises must also have received Asbestos Awareness Training if their activities on site are likely to produce a risk of exposure to asbestos.

#### **ARRANGEMENTS REVIEW**

The Dealing with Asbestos Arrangements will be reviewed in the event of change of legislation or guidance, or if it is deemed necessary. The Asbestos Register for CYNNAL premises will be periodically reviewed by the landlord (Gwynedd County Council), and the Health and Safety and Welfare team will ensure this.